

Existing Structure Certificate of Occupancy



Prerequisites

Notice: It is the OWNERS responsibility to obtain the Certificate of Occupancy BEFORE they sell their house as per our ordinance (§ 156-10. Certificate required.)

All applicable prior approvals **MUST** be submitted **BEFORE** this application can or will be accepted (See Below):

1. Open permit request; and all open permits **MUST** be closed out
2. All rental properties **MUST** have a current Rental Mercantile License and a current Landlord Filing Statement (you get the landlord filing statement from the clerks office)
3. If the property owner is listed under a business name, than a Letter of Formation must be submitted
4. If the property is an estate, than a surrogate letter or proof you are the power of attorney must be submitted
5. Submit the completed and signed Mechanical Certificate (this is located in this application packet)
6. If your property has well water, than you must submit a well water analysis **APPROVAL** from your county's Board of Health

All MUST be submitted where applicable to your property BEFORE this application can or will be accepted

Once the application is accepted we will process it and you will receive an email with your inspection date. (check your junk mail because it will be coming directly from our system and might be flagged as junk/spam by your email provider)

Existing Structure Certificate of Occupancy Inspection Checklist

1. House Numbers: must be permanently attached to the structure. 3 inch numbers for residential; 6 inch for commercial.
2. Door Deadbolts: cannot be keyed on interior. (all deadbolts)
3. Smoke Detectors: are required 1 on each floor of the house (including basement); also must be within 10 feet of any/all bedroom(s). If you have an interconnected system, all must be interconnected.
4. Carbon Monoxide Detector: are required on the outside of and within 10 feet of any/all bedroom(s).
5. Fire Extinguisher: must be labeled, charged and operable; must be within 10 feet of the kitchen and located in the path of egress, or near the way out; must be readily accessible and visible; <u>must be mounted</u> using the manufacturer's hanging bracket, so the operating instructions are clearly visible; cannot weigh more than 10 pounds; must be an approved type with a minimum rating of <u>2A-10B:C</u> ; must be serviced and tagged by a certified Division of Fire Safety contractor within the past 12 months, or the homeowner must have a receipt for a recently purchased extinguisher; When the unit is mounted, the top cannot be more than 5 feet above the floor.
6. Anti-tip Device: Required in all ranges.
7. Safety Relief Valves: on water heaters and boilers are required to be piped downward to between 2 and 6 inches from floor, with no reducers and no threads on the bottom. (no plastic, unless approved by plumbing code).
8. Dryer Exhaust: must be metallic flex or rigid pipe and have proper termination to the outside of the house.
9. Water Faucets: Water must be on and must have the hot water on the left and cold water on the right.
10. Plumbing: must be in satisfactory condition, no open sewer lines; no open gas lines.
11. Electrical: closet light bulbs, switches, outlets, junction boxes, breaker, and fuse boxes must all have covers. Breaker and fuse boxes cannot have any gaps. Electrical service equipment such as cable and or service mast, meter socket, and breaker panel must be in satisfactory condition.
12. General Condition: must not have broken windows, missing siding, or debris inside or out. No uncut grass or weeds. Chimneys and furnaces must be properly capped and vented. No holes in walls, floors, or doors. Handrails and guardrails are required on all open sides of decks and stairways 30 inches or more above grade. Bulkhead must be maintained. <u>All Rentals</u> must have non broken screens in place, and the general condition of the property must be move in ready.

Please Note this list is NOT all inclusive. There may be situations at the property that will prevent you from passing your inspection.

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Application

Today's Date: _____

Address being sold/rented: _____

Entry Instructions:

Owners Name:
Owners Address:
Owners Email:
Owners Phone Number:

Owners Agents Name:
Owners Agents Phone:
Owners Agents Email:

Buyers and buyers agents can NOT apply for a Certificate of Occupancy because they do not own the property.

Check one	Inspection Type	Fee	Re-inspection
<input type="checkbox"/>	Resale	\$60.00	\$30.00
<input type="checkbox"/>	Rental	\$50.00	\$30.00

We Can NOT Issue Refunds

Rental Mercantile License #: _____

Do you have well water? Yes No

Owners Signature

Agents Signature

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Mechanical Certification

Certification may be made by the property owner, licensed contractor(s), or a home inspection agency of choice.

Pursuant to Little Egg Harbor Township Ordinance 2001-14 and 8-10.0 all properties sold and rented shall have their heating unit, hot water unit, plumbing, and electrical system inspected and certified. Then the certification has to be delivered to the construction code official before a Certificate of Inspection / Occupancy can be issued.

Please complete form below:

I _____, do hereby certify that the heating unit, hot water unit, plumbing, and electrical systems located at address: _____ Block: _____ Lot: _____ are in satisfactory and safe working condition.

Owner or Inspectors Name: _____

Inspectors License Number: _____

Date: _____

Signature

Title